

# County of Bernalillo

## State of New Mexico

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### Purchasing Department

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 468-7013  
FAX (505) 468-7067

October 6, 2010

**TO: All Prospective Offerors**

**FROM: Dinah Esquivel, Purchasing Manager**  
**Bernalillo County Purchasing Department**

**RE: Request for Proposals ("RFP") #08-11-DE**  
**Court Reporting and Transcription Services**

On behalf of Bernalillo County ("County") the Purchasing Department is soliciting proposals from prospective Offerors to provide Recording and Transcription Services. Responsibilities shall include but not be limited to attending all Board of County Commission meetings, any special meetings as required, and Court Reporting Services for parole violation cases in the 2<sup>nd</sup> Judicial District Court.

For registered vendors, pertinent RFP information, including further details on the scope of services to be performed, the proposed contract document and any issued addendums pertaining to this procurement, documents can be downloaded through the purchasing website at no cost. For vendors who are not registered, we encourage interested parties to register through the County's purchasing website, [www.bernco.gov/purchasing](http://www.bernco.gov/purchasing) to have the ability to download the RFP document and any issued addendums immediately following registration. Vendors that are not registered will pay .50 cents per page for RFP copies. Vendors are also welcome to contact Jacqueline Little at (505) 468-7387 for assistance in the on-line registration or to request a hard copy of the document.

A non-mandatory, pre-proposal, conference will be held on October 19, 2010 at 2:00 p.m. Mountain Daylight Time (MDT), in Conference Room B, located at One Civic Plaza NW, Albuquerque, New Mexico. Written questions prior to the pre-proposal are preferred. These will be accepted by fax (505) 468-7067, or by E-mail, [desquivel@bernco.gov](mailto:desquivel@bernco.gov).

Sealed submittals for the referenced proposal must be addressed and delivered no later than 4:00 p.m. (MST) on October 28, 2010 to the Purchasing Department, One Civic Plaza, 10<sup>th</sup> Floor, Room 10010, Albuquerque, NM 87102. Sealed submittals will be date and time stamped upon receipt. Delivery of proposals is the sole responsibility of the Offeror.

xc: File – RFP #08-11-DE